

U.S. Department of Energy
Washington, D.C.

ORDER

DRAFT
DOE O 110.3A

Approved: XX-XX-05

SUBJECT: CONFERENCE MANAGEMENT

1. **OBJECTIVES.**

- a. To establish requirements and responsibilities for managing conferences¹ sponsored by the Department of Energy (DOE), including the National Nuclear Security Administration (NNSA).
- b. To ensure that the appropriate number of DOE and DOE contractor employees are attending a specific conference and minimize costs by DOE and DOE contractor employees at all conferences.
- c. To clarify the requirements for funding conferences in compliance with existing laws and regulations.

2. **CANCELLATION.** DOE O 110.3, *Conference Management*, dated 11-3-99. Cancellation of an Order does not by itself modify or otherwise affect any contractual obligation to comply with the Order. Contractor Requirements Documents (CRDs) containing directive requirements that have been applied to a contract remain in effect until the contract is modified to eliminate or replace requirements from canceled directives.

3. **APPLICABILITY.**

- a. **Departmental Elements.** Except for exclusions in paragraph 3c, this Order applies to all Departmental elements (Attachment 1) and automatically applies to DOE elements created after it is issued.

The National Nuclear Security Administration (NNSA) Administrator will assure that NNSA employees and contractors comply with their respective responsibilities under this directive.

- b. **DOE Contractors.** Except for the exclusions in paragraph 3c, the Contractor Requirements Document (CRD), Attachment 2, sets forth requirements of this Order that will apply to contractors whose contracts include the CRD. The CRD must be included in contracts that require or involve responsibility for work or operations at DOE sites or facilities. The contractor is responsible for compliance with the requirements of the CRD to the extent set forth in its contract and for flowing down the requirements to subcontractors to the extent necessary to ensure the contractor's compliance with the requirements.

¹ For purposes of this Order, a conference is defined as a meeting, seminar, retreat, symposium, or similar event that involves official travel.

- c. Exclusions. This Order does not apply to the following:
- (1) DOE employees traveling to sites where work for DOE is being performed to discuss the status of that work;
 - (2) formal, structured training programs (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities;
 - (3) contractor activities related to work not funded by DOE;
 - (4) meetings requiring only local travel;
 - (5) Federal Advisory Committee meetings;
 - (6) contract pre-proposal and bid opening activities and negotiations;
 - (7) public hearings and associated briefings;
 - (8) audits, inspections, and investigations ;
 - (9) DOE technical/business program, project, or peer reviews; and
 - (10) activities funded through grants and cooperative agreements.
(EXCEPTION: when the sole purpose of the grant or cooperative agreement is to manage a DOE conference.)
4. GENERAL REQUIREMENTS. See questions and answers, Attachment 3.
- a. In some years, Congress has requested that DOE submit an annual report of planned conference activity. To fulfill such requests efficiently, organization points of contact are required to post information about conference activities to the web-based Office of Management Conference Management System (CMS).
 - b. All conferences sponsored by DOE must be cleared by memorandum and a completed form (Attachment 4 to this Order) approved by the head of the Departmental element responsible for that program. Once approved, the requests will be sent to the Office of the Executive Secretariat for review by the appropriate Under Secretary. For a Departmental element that does not report to an Under Secretary, the Deputy Secretary will serve as the sole reviewing official.
 - c. A DOE field office is required to follow the above procedures by submitting the memorandum and form to the lead program Secretarial Officer who approves the request and sends it to the Office of the Executive Secretariat for review by the appropriate Under Secretary. For a DOE field office that does not report to an Under Secretary, the Deputy Secretary will serve as the sole reviewing official.

NOTE: Sponsorship (or co-sponsorship) of a conference is defined as having control over the conduct of the conference (e.g., control sufficient to influence costs, venue, program content, or similar aspects of the conference) or having some financial responsibility or providing in-kind (non-monetary) services for the conference.

- d. For managing a Federally-sponsored conference (including conferences that are cosponsored, funded, or co-funded by DOE), the following are required.
- (1) Keep DOE expenditures and attendance at conferences to the minimum necessary to accomplish program objectives.
 - (2) Minimize the number and cost of Federally-sponsored and non-DOE sponsored exhibits/booths by using corporate-type exhibits/booths that can be shared by DOE and DOE contractor organizations where practical.
 - (3) Justify a recurring conference (i.e., organizations should not assume that an annual conference must be held merely because it has been held previously).
 - (4) Select sites with the goals of minimizing conference administrative costs and attendees' travel and per diem costs and maximizing the use of Government-owned or Government-provided facilities.
 - (5) Select sites only after evaluating cost differences of at least three prospective locations.
 - (6) The selection process should identify opportunities to save costs by selecting a particular site or setting the conference date (e.g., to take advantage of off-season rates).
 - (7) Maintain written documentation of the alternatives considered and the selection rationale used.
 - (8) Avoid selecting resort or recreational sites unless true cost savings will result.
 - (9) Make binding conference arrangements only after obtaining the approval of the appropriate Under Secretary or the Deputy Secretary, as required by this Order.

NOTE: Employees are reminded that only designated contracting officers have authority to make contractual commitments on behalf of DOE.

- (10) Comply with applicable statutes and regulations on conflict of interest.

- (11) Avoid commercial conference facilities for sponsored conferences involving classified or sensitive information.
 - (12) Avoid holding conferences at non-DOE sites that do not meet the fire protection requirements of the Hotel and Motel Fire Safety Act of 1990 [Public Law (P.L.) 101-391, as amended]. This requirement may be waived by the Secretary of Energy, or the Office of the Executive Secretariat.
- e. To determine that participation in a non-Federally funded conference is in the best interest of DOE, the following factors must be considered:
- (1) relevance to DOE;
 - (2) potential benefit to DOE;
 - (3) potential for networking opportunities to share DOE information with the private sector;
 - (4) the number of Federal or contractor employees who are to either participate or attend;
 - (5) total costs for DOE Federal and contractor attendees and participants;
 - (6) location of the event;
 - (7) potential for any adverse perception resulting from DOE participation; and
 - (8) whether the organization's interests would be better served by the Department's direct sponsorship of a conference.
5. REQUIREMENTS FOR FOOD, REGISTRATION FEES, AND OTHER ALLOWABLE AND UNALLOWABLE CONFERENCE COSTS (also see Attachment 2, Questions and Answers).
- a. DOE-Sponsored Conferences. Costs of meals and refreshments are allowable for all attendees (Federal and contractor employees) at DOE sponsored conferences when—
- (1) attendees are on travel status,
 - (2) meals and refreshments are incidental to the conference,
 - (3) attendance at the meals and when refreshments are provided is important for DOE to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

- (4) the meals and refreshments are part of a formal conference that includes substantial functions occurring separately from when the food is served.

NOTE: Payment for the cost of meals and refreshments may be made by purchase order or other contractual arrangement.

- b. Non-Government Sponsored Conferences. If a non-Government organization sponsors a conference and a separate charge is made for meals, DOE may pay for the employee's meals when—

- (1) the meals are incidental to the conference;
- (2) attendance of the employee is necessary for full participation in the business of the conference; and
- (3) the employee is not free to take the meals elsewhere without being absent from essential formal discussions, lectures, or speeches concerning the purpose of the conference.

NOTE: For each meal received, the DOE employee is required to reduce his/her per diem by the amount shown in the Federal Travel Regulation, Title 41 Code of Federal Regulations (CFR) 301-304.

- c. Non-allowable Costs. Per 48 CFR 31.205-14 (Entertainment costs) and 48 CFR 31.205-51 (Cost of alcoholic beverages), food costs are not allowable for contractor sponsored conferences and contractors sponsoring conferences will not be reimbursed for—

- (1) alcoholic beverages or
- (2) entertainment costs such as tickets to shows or sporting events.

NOTE: Such costs cannot be included in a registration fee.

- d. Registration Fees. Regardless of sponsorship, when DOE pays a conference registration fee that includes meals, employees on temporary duty travel must reduce their claims for per diem according to the Federal Travel Regulation 41 CFR 301-11.18.

- e. Conference Costs. Federal employees will not be reimbursed for separate voluntary fees charged to conference attendees by DOE contractors to cover such items as meals and entertainment. However, when the employee pays this voluntary fee from personal funds, he/she is not required to reduce his/her per diem. Food costs also are allowable when they are generally included in the cost of renting a conference room and are not itemized as a separate fee.

f. Allowable costs.

- (1) A contractor will be reimbursed for conference costs only if the principal purpose of the conference is to disseminate trade, business, professional, or technical information or to stimulate production per contract requirements.
- (2) Conference fees collected by DOE are subject to the Miscellaneous Receipts Act [Title 31 United States Code (U.S.C.) § 3302] and must be deposited with the Treasury as soon as practicable without deduction for any charge or claim.
- (3) Conference fees collected by DOE contractors to offset conference costs are not subject to the Miscellaneous Receipts Act.

g. Unallowable Costs. DOE Federal employees who attend conferences sponsored by DOE contractors should not should not participate in entertainment events or meals that are being paid for by the contractor, which will result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR 2635).6. RESPONSIBILITIES.a. Deputy Secretary or the Appropriate Under Secretary. Approves all conference requests.b. Head of Departmental Element.

- (1) Approves all conferences sponsored by DOE or DOE contractors.
- (2) Approves employees' participation in conferences not sponsored or cosponsored by DOE or DOE contractors.
- (3) Ensures that the minimum practicable number of employees participate in a conference not sponsored or cosponsored by DOE or DOE contractors.
- (4) Ensures that conferences are being held only to support organization missions and programs.
- (5) Ensures that DOE conferences conform to the requirements of this Order.
- (6) Coordinates with the Office of the Assistant Secretary for Policy and International Affairs and the Office of Security and Safety Performance Assurance on all foreign conferences (both DOE sponsored and cosponsored conferences) and attendance at all foreign-sponsored

conferences in accordance with DOE O 551.1B *Official Foreign Travel*, dated 8-19-03.

- (7) Coordinates with the Assistant Secretary for Congressional and Intergovernmental Affairs and the Director of Public Affairs where conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.
- (8) Ensures that proposed conferences do not duplicate conferences presented by others (i.e., DOE contractors or other non-DOE sources) that involve DOE funds.
- (9) To the extent possible, ensures that DOE sponsored events do not duplicate private-sector activities such as trade shows.
- (10) Ensures that conferences are held at locations accessible to disabled participants.
- (11) Ensures that disabled participants will be provided necessary accommodations and special assistance to enable their participation in conference activities.
- (12) Designates organizational primary and alternate points of contact that will be responsible for ensuring compliance with this Order and maintaining central files on all conference activities within that organization.
- (13) Within 30 days of issuance of this Order, submits a memorandum to the Office of the Executive Secretariat identifying designated organizational points of contact.

c. Director, Office of Management.

- (1) Provides advice and guidance on conference management.
- (2) Alerts the Deputy Secretary of any proposed activities that appear to be inconsistent with Departmental conference policy or procedure.

d. Organizational Primary and Alternate Points of Contact.

- (1) Enter information and estimated costs' of proposed and approved conferences into 'CMS.
- (2) Check the CMS website to confirm that their organization's' proposed conferences do not duplicate any other DOE or DOE contractor proposed conference.

- (3) Ensure that all copies of conference approval packages are centrally filed and conveniently located for quick reference.
 - (4) Attend meetings held by the Office of the Executive Secretariat regarding CMS.
 - (5) Submit memoranda notifying the Office of the Executive Secretariat when primary or alternate points of contact change.
- e. Federal Conference Attendee.
- (1) Completes a proposed conference attendance request (Attachment 4).
 - (2) After the conference request has been approved, submits a copy of the approval package to the organization point of contact for entry into CMS.

7. REFERENCES.

- a. DOE O 551.1B, *Official Foreign Travel*, dated 08-19-03, which establishes requirements and responsibilities governing official foreign travel by Federal and contractor employees.
- b. Federal Travel Regulation, 41 CFR 301-74, Conference planning, which provides information on planning and attending conferences.
- c. Miscellaneous Receipts Act [Title 31 United States Code (U.S.C.) § 3302].

8. CONTACT. Questions concerning this Order should be directed to the Office of the Executive Secretariat at 202-586-5230.

**DEPARTMENTAL ELEMENTS
TO WHICH DOE O 110.3A IS APPLICABLE**

Office of the Secretary
Departmental Representative to the Defense Nuclear Facilities Safety Board
Energy Information Administration
Office of the Chief Financial Officer
Office of the Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Office of Economic Impact and Diversity
Office of Electricity Delivery and Energy Reliability
Office of Energy Efficiency and Renewable Energy
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Human Capital Management
Office of Independent Oversight and Performance Assurance
Office of Inspector General
Office of Intelligence
Office of Legacy Management
Office of Management
National Nuclear Security Administration
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Office of Security and Safety Performance Assurance
Secretary of Energy Advisory Board
Bonneville Power Administration
Southeastern Power Administration
Southwestern Power Administration
Western Area Power Administration

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 110.3A, *Conference Management*

Regardless of the performer of the work, Department of Energy (DOE) contractors, including National Nuclear Security Administration (NNSA) contractors, are responsible for complying with the requirements of this Contractor Requirements Document (CRD) and flowing down CRD requirements to subcontractors at any tier to the extent necessary to ensure contractor compliance.

The contractor must apply requirements of this CRD when managing conferences it sponsors employee' attendance at contractor conferences and 'participation in conferences sponsored by private interests.

1. REQUIREMENTS.

- a. Conferences that a DOE contractor sponsors, cosponsors or funds must be approved by a senior contracting official¹ who reviews a completed form (Appendix A of this CRD) and submits the approved form with a memorandum to the Office of the Executive Secretariat for review and approval by the Deputy Secretary or the appropriate Under Secretary.
- b. Contractor employee conference attendance and participation also require submission of the form and memorandum from the senior contractor official for review and approval by the Deputy Secretary or the appropriate Under Secretary.
- c. Approval authority cannot be delegated below the senior contractor official's principal deputy. The official must obtain concurrence of the cognizant field office head (e.g., Sandia National Laboratory must obtain the concurrence of the manager or deputy of the National Nuclear Security Administration Service Center).
- d. When managing contractor-sponsored or cosponsored conferences, contractors must meet the following requirements.
 - (1) Keep Federal expenditures and attendance at conferences to the minimum necessary to accomplish program objectives.
 - (2) Minimize the number and cost of exhibits/booths at all and where practical, use corporate-type exhibits/booths that can be shared by DOE and DOE contractor organizations.
 - (3) Justify a recurring conference (do not assume that an annual conference must be held merely because it has been held previously).

¹ A senior contractor official is the equivalent of the head of a first-tier Headquarters or field organization.

- (4) Select sites that minimize conference administrative costs and attendees' travel and per diem costs and maximize the use of Government-owned or Government-provided facilities.
 - (5) Select sites only after evaluating cost differences of at least three prospective locations.
 - (6) In the selection process, identify opportunities to save costs in selecting a particular conference site or in scheduling the conference (e.g., to obtain off-season rates).
 - (7) Maintain written documentation of the alternatives considered and the selection rationale used. Avoid selecting resort or recreational sites unless true cost savings will result.
 - (8) Make binding conference arrangements only after obtaining the approvals required by this CRD.
 - (9) Conferences sponsored by DOE contractors must not include entertainment events or meals that are being paid for by the contractor which will result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch [Title 5 Code of Federal Regulations (CFR) 2635].
 - (10) Avoid commercial conference facilities for conferences involving classified or sensitive information.
 - (11) Avoid holding conferences at non-DOE sites that do not meet the fire protection requirements of the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391, as amended). This requirement may be waived by the Secretary of Energy, or the Office of the Executive Secretariat.
- e. In determining who and how many employees to send to a conference that requires employees travel, contractors must develop their own internal procedure to ensure the minimum number of employees are attending conferences.
- f. In deciding whether employees should participate in a conference sponsored by a private interest, contractors must consider the following.
- (1) Determine that participation in the conference is in the best interest of the Department based upon—
 - (a) the relevance of the event,
 - (b) the potential benefit,
 - (c) the need to get DOE related information out to the attendees and whether the particular conference is an effective means to do that,

- (d) the number of DOE or DOE contractor employees who are either participants or expected attendees,
 - (e) the total costs for DOE and DOE contractor attendees and participants,
 - (f) the location of the event,
 - (g) the potential for any adverse perception associated with DOE participation, and
 - (h) whether DOE's interests would be better served by the direct sponsorship of a conference.
 - (2) Consult, as necessary, with the DOE contracting officer before committing to contractor employee conference participation.
- g. DOE policy regarding reimbursement of conference registration fees, allowable conference (and related) costs, and funding the contractor is as follows.
- (1) DOE will reimburse a contractor for conference costs only if the principal purpose of the conference is to disseminate trade, business, professional, or technical information or to stimulate production per contract requirements. [See the cost principle at 48 CFR 31.205-43 which is incorporated into the contract in the payments clause.]
 - (2) If a DOE contractor sponsors or cosponsors a conference, it may charge attendees (including DOE and DOE contractor employees and non-DOE attendees) a registration fee and use the fee to offset the conference costs. The fee may not be used for any type of unallowable cost, such as entertainment or alcoholic beverages.
 - (3) DOE will not reimburse a contractor for the cost of entertainment or alcoholic beverages, regardless of how the cost is classified; for example, DOE will not reimburse an entertainment cost included in a conference fee. [See the cost principle at 48 CFR 31.205-43.]
 - (4) If a non-Government organization sponsors a conference and a single, mandatory, non-separable registration fee is charged for both attendance and meals or an evening social event, the Government will reimburse the contractor employee's full registration fee.
 - (5) Employees must reduce claims for per diem if meals are included in a registration fee. Although per diem is an allowable cost under DOE contracts, DOE will not reimburse contractors for any additional costs for employee's meals.

- (6) A DOE contractor may charge a separate voluntary fee to attendees to cover such items as meals and entertainment. This fee will not be reimbursed by DOE. However, when the employee pays this voluntary fee, he/she is not required to reduce his/her per diem.
 - (7) DOE will generally reimburse contractors for their employees' registration fees for non-DOE or DOE contractor-sponsored conferences.
- 2. RESPONSIBILITIES. The contractor senior official or principal deputy (equivalent in seniority to a DOE head of a Departmental Headquarters or field element).
 - a. Approves all contractor-sponsored domestic conferences (which includes the National Nuclear Security Administration), or DOE contractor employees on official travel to attend a conference. Approval of these requests must be documented by memorandum and a completed form (Appendix A to this CRD) approved and submitted by the program senior contractor official to the Office of the Executive Secretariat for review by the Deputy Secretary or the appropriate Under Secretary.
 - b. Obtains the concurrence of the cognizant field element on the conference approval package (e.g., Sandia National Laboratory will obtain the concurrence of the manager or deputy of the National Nuclear Security Administration Service Center).
 - c. Ensures that contractor conferences are being held to support the contract's purpose and conform with the procedural requirements and policies of this CRD.
 - d. Coordinates with the Office of the Assistant Secretary for Policy and International Affairs on all foreign conferences, in accordance with this CRD.
 - e. Coordinates with the Assistant Secretary for Congressional and Intergovernmental Affairs and the Director of Public Affairs where conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.
 - f. Ensures that proposed conferences do not duplicate conferences presented by others that involve DOE funds and ensures that contractor-sponsored conferences do not duplicate private-sector activities, such as trade shows and similar events.
 - g. Ensures that conferences are held at locations accessible to disabled individuals and that such individuals are provided special assistance to engage in conference activities.
 - h. Designates a primary and alternate point of contact and ensure the designated employees enter the information required in this CRD, including estimated costs, about contractor sponsored conferences on the Office of Management Conference Management System (CMS).

- i. Ensures that the designated point of contact includes all necessary information in the conference approval packages.
- j. After the conference request has been approved, ensures that attendees submit a copy of the approval package to their CMS points of contact for entry into the CMS system.

CONTRACTOR CONFERENCE APPROVAL REQUEST FORM

Following is the format that includes the type of information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: (proposed date(s) of the conference)

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (proposed city and state where the conference is to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

TRAVEL AND PER DIEM COSTS

DOE Employees (HQ):	\$ XX,XXX
DOE Employees (Field):	XX,XXX
Contractor Employees (HQ):	XX,XXX
Contractor Employees (Field):	XX,XXX
TOTAL DOE TRAVEL COSTS:	\$ XXX,XXX

OTHER EXPENSES

Logistics (facility arrangements):	\$ XX,XXX
Supplies and Support Equipment (specify costs; e.g., materials, printing, etc.):	XX,XXX
Other Costs (specify, e.g., direct labor support and overhead):	XX,XXX
Total Other Expenses:	<u>XX,XXX</u>

TOTAL ESTIMATED DOE COSTS: \$ **XXX,XXX**

ESTIMATED COSPONSOR COSTS (specify source, if applicable): \$ **XXX,XXX**

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	<u>Traveling</u>	<u>Non-traveling</u>
DOE HQ Employees (Detail number from each office):	XX	XX
FE		X
ME	X	
etc.		
DOE Field Employees:	XX	XX
AL		
etc.		
Contractor Employees (HQ):	XX	Xx
CACI		
Contractor Employees (Field):	XX	XX
LBNL		
FETC		
etc.		
Others:	<u>XX</u>	<u>XX</u>
TOTAL:	XXX	XXX

SUPPORT CONTRACTOR PERFORMANCE: (If applicable, specify the support contractor who will provide support for the conference.)

IMPACT STATEMENT: (Provide an impact statement of effect if the conference is not approved.)

POINT OF CONTACT FOR THE SPONSORING ORGANIZATION: (Provide name and telephone number.)

CONFERENCE Q & A

1. REGISTRATION FEES, MEALS, AND REFRESHMENTS

Q What is the definition of a conference?

A As defined in DOE O 110.3A, *Conference Management*, dated XX-XX-05, a conference is a meeting, seminar, retreat, symposium, or similar event that involves official travel. DOE employees traveling to a site where work for DOE is being performed to discuss the status of the work are not considered to be attending a conference. Additional exclusions from coverage under this section of the travel regulations are listed in paragraph 3c of DOE O 110.3A.

Q May DOE reimburse the conference registration fees of Federal employees?

A Yes, but only for non-DOE sponsored conferences. For DOE sponsored conferences, DOE may arrange for a separate voluntary fee to be collected by other than DOE employees to cover the cost of meals, refreshments and/or entertainment. This fee will not be reimbursed by DOE.

Q May DOE arrange for conference registration fees at a DOE sponsored conference?

A No, because DOE does not have statutory authority to collect registration fees. DOE sponsored conferences should be fully funded by the sponsoring program offices.

Q At DOE sponsored conferences, are the costs of providing meals and refreshments to attendees considered allowable costs?

A Such costs may be allowable, if the DOE conference in question is considered a “formal conference.” A “formal” conference typically involves topical matters of interest to, and the participation of multiple agencies and/or nongovernmental participants and may include registration, a published agenda, and scheduled speakers or discussion panels.

Q If the conference qualifies as a “formal” conference, when is the cost of providing meals and refreshments allowable?

A These costs are allowable for all conference participants (both Federal and non-Federal) when—

- (1) meals and refreshments are incidental to the conference,
- (2) attendance at the meals and when refreshments are provided is important for DOE to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

- (3) the meals and refreshments are part of a formal conference that includes substantial functions occurring separately from the food is being served.

Q What food items qualify as “refreshments”?

A The regulations define refreshments as including, but not limited to, coffee, tea, milk, juice soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, and muffins. (41 CFR 301-74.11)

Q. May DOE & DOE contractors charge a separate voluntary fee to conference attendees to cover such items as meals and entertainment?

A DOE does not have statutory authorization to keep such receipts under the Miscellaneous Receipts Act, so DOE will not charge a fee. However, DOE contractors may charge such a fee. Employees may pay this voluntary fee from personal funds; however, when an employee pays this voluntary fee from personal funds, he is not required to reduce his per diem. Furthermore, the attendee would not be able to claim reimbursement for any fee that exceeded the per diem.

2. CONTRACTOR SPONSORED CONFERENCES.

Q May DOE contractors collect conference registration fees?

A Yes. Conference fees collected by DOE contractors to offset conference costs are not subject to the Miscellaneous Receipts Act.

Q When is a contractor reimbursed for holding a conference?

A A contractor will be reimbursed for conference costs only if the principal purpose of the conference is to disseminate trade, business, professional or technical information or to stimulate production per contract requirements.

Q What contractor conference costs are not reimbursable?

A Contractors who are sponsoring conferences will not be reimbursed for entertainment costs (e.g., alcoholic beverages, tickets to shows or sporting events). Also, such costs may not be included in the registration fee.

Q Can a contractor provide for entertainment, if the contractor pays for it?

A Yes; however, contractors who are sponsoring conferences should not include events, such as entertainment or meals, which would result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR 2635).

CONFERENCE APPROVAL REQUEST FORM

Following is the format that includes the information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: (proposed date(s) of the conference)

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (proposed city and state where the conference is to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

TRAVEL AND PER DIEM COSTS

DOE Employees (HQ):	\$ XX,XXX
DOE Employees (Field):	XX,XXX
Contractor Employees (HQ):	XX,XXX
Contractor Employees (Field):	<u>XX,XXX</u>
TOTAL DOE TRAVEL COSTS:	\$ XXX,XXX

OTHER EXPENSES

Logistics (facility arrangements):	\$ XX,XXX
Supplies and Support Equipment (specify costs; e.g., materials, printing, etc.):	XX,XXX
Other Costs (specify, e.g., direct labor support and overhead):	XX,XXX
Total Other Expenses:	<u>XX,XXX</u>

TOTAL ESTIMATED DOE COSTS: \$ **XXX,XXX**

ESTIMATED COSPONSOR COSTS (specify source, if applicable): \$ **XXX,XXX**

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	<u>Traveling</u>	<u>Non-traveling</u>
DOE HQ Employees (Detail number from each office):	XX	XX
FE		X
ME	X	
etc.		
DOE Field Employees:	XX	XX
AL		
etc.		
Contractor Employees (HQ):	XX	Xx
CACI		
Contractor Employees (Field):	XX	XX
LBNL		
FETC		
etc.		
Others:	<u>XX</u>	<u>XX</u>
TOTAL:	XXX	XXX

SUPPORT CONTRACTOR PERFORMANCE: (If applicable, specify the support contractor who will provide support for the conference.)

IMPACT STATEMENT: (Provide an impact statement of effect if the conference is not approved.)

POINT OF CONTACT FOR THE SPONSORING ORGANIZATION: (Provide name and telephone number.)